

# **CPTP Training Coordinator Webinar**

## **December 5, 2017**

### **UPDATES:**

#### **Webinar Format**

- Minimum feedback received
- Request for how to run varied reports
- Starting January 2018 will cover a report at the end of each webinar

#### **January Schedule in LEO**

- Fewer open classes
- Modifying and creating “special” classes for agencies
- Keep prebooking
- Contact us if you want a specific course for your agency

#### **Restricted enrollment**

- Class date set as a “special” for a specific group
- Enrollment limited to specific Org Unit number(s)
- Class NOTES section in LEO specifies class is a special for a specific group
- Professionalism in the Workplace has been revised recently and taught in new format for Medicaid as specials.
  - Will go on Open schedule beginning in January
- Effective Problem Solving & Decision Making course revised and will be scheduled as specials for Medicaid from January to April.
  - On Open schedule in May

#### **Open position in CPTP**

- Joel is leaving

#### **Preventing Sexual Harassment training**

- Year almost over, many are taking PSH
- Must be done by 12/31/2017
- Be patient with LEO